

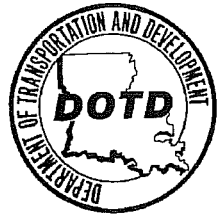


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April 7, 2008

TO: Consultant Community

FR: Edward R. Wedge, III, P.E. *ERW*  
Consultant Contract Services Administrator

RE: ***Policy Change in Submitting Invoices for Payment***

Consultant Contract Services is committed to partnering with the Consultant community. One of our goals is to process invoices in a timely manner. More importantly invoices will be processed by our office within 30 calendar days after receipt of a certified true and ***correct copy*** is approved by the Project Manager.

During review of our invoice processing procedures, we documented that on a monthly basis a large number (90%) of invoices submitted for payment to the department were either inaccurate, lacked proper documentation or were submitted in the incorrect format. This occurred most often when submitting direct costs such as travel costs, overhead rates, previous totals, math and other errors.

In the past, our staff has corrected the invoice for process and payment. Due to the volume of errors, our office will no longer continue this practice.

**Effective May 15, 2008**, our new policy will be to return inaccurate invoices for correction. The invoice will be attached to a letter that directs your attention to the specific inaccuracy. **To expedite this process we ask that you put a contact person's name/telephone or email address on each invoice.**

We realize at the beginning of this new process it may cause delays; however ultimately it will streamline our process in expediting payments to your office. We apologize for any inconvenience and thank you for your cooperation.

To help with this transition, we have posted on our internet site guidelines for submitting invoices. Sample invoice formats have also been updated and posted. We ask that everyone use these formats when submitting invoices for Lump Sum, Cost Plus and Billable Rates.

"Invoicing Tips for Consultants"  
"Reasons for Returning Invoices"  
Sample Invoice Formats

For questions, please contact Ms. Diane Chastain at [DianeChastain@dotd.la.gov](mailto:DianeChastain@dotd.la.gov) or (225) 379-1405.